

Title: CHILD DEVELOPMENT PROGRAM ASSISTANT RPA 763232

Series, Grade, Vacancy Number: S-1702-01/02/03 ALC VA16 RPA 763232
Location: RAF Alconbury
Wage: £6.95 (24 years and younger)
£7.20 (25 years and older)
Hours: 25 hours per week
Duration: Permanent
Date Posted: 23 November 2016
Closing Date: 22 December 2016

Description: To provide appropriate developmental care and instruction for children in the Child Development Center. The incumbent performs a variety of developmental and/or routine tasks and assists higher graded employees in preparing and leading a variety of educational and recreational activities for children. Helps arrange room and play materials and conducts appropriate play and learning activities. Notes special instructions provided by parents. Attends to physical needs of children. Rocks and holds babies. Ensures child leaves with his/her parent or authorized person. Performs other duties as required.

Please provide detailed work experience as it relates to the required competencies listed below, as this will be used to determine your qualification for this position.

1. Ability to complete required modules and training within specified time limits and demonstrate adequate proficiency and understanding of topics covered.
2. Ability to use and maintain facilities, supplies, and equipment efficiently and properly.
3. Ability to carry out oral and written instructions acceptably and within required time-frames.
4. Ability to prepare required reports properly and according to instructions.
5. Ability to interact with co-workers, parents/guardians, and the public, in a courteous and professional manner.
6. Ability to properly detect and report signs of baby/child illness, abuse, or neglect.

Qualifications:

S-1702-01 (Entry Level): Applicants must be at least 18 years of age, and have the ability to speak, read and write English.

S-1702-02 (Intermediate Level): In addition to the above, to qualify at this level, applicants must have 6 months experience working in a group program for youth, i.e. primary school, registered child minder, youth clubs and completion of three Air Force Child Development Program Assistant Modules; or 6 months experience and completion of a secondary vocational program in child development or related field, i.e. Preschool Playgroup Association (PPA) Course, Registered Child Minder courses, O Level/GCSE in Child Care, National Vocational Qualification (NVQ) 2 or 3 in Child Care and Education.

S-1702-03 (Target Level): As S-1702-01, in addition applicant must have 6 months experience equivalent to the S-1702-02 level (above) and completion of all Air Force Child Development Program Assistant Modules (USAF); or 6 months experience equivalent to the S-1702-02 level (above) and education in child care or directly related field: i.e. Business and Technology Education Council (BTEC) National Diploma in Health Studies, Caring Services (Social Care), Council for Awards in Children's Care & Education (CACHE)/National Nursery Examination Board (NNEB) Certificate in Child Care and Education, NVQ 2 in Childcare and Education.

* Child Development Program Assistant positions can be filled at the entry level and provides promotion opportunity to the target position without further competition when the selectee is eligible and recommended by management, however, promotion is not guaranteed and no promise of promotion is implied.

OTHER SIGNIFICANT FACTORS:

1. The incumbent may be required to work other than normal duty hours, to include early mornings, and evenings and Saturdays and to work UK holidays and take US holidays.
2. Pre-employment physical is required for this position, and must have or get required immunizations, including annual influenza. Physical effort is moderate to heavy.
3. Position requires Defence Barring Service (CRB) clearance.

WHO CAN APPLY: Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

HOW TO APPLY: Interested candidates must complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: www.mildenhall.af.mil/info/100th-force-support-squadron/civilian-personnel and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are eligible to work in the United Kingdom. Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the

subject line of any email correspondence.

Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 544955

EQUAL OPPORTUNITY EMPLOYER: There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.